

FESTIVAL OF TREES

Small Tree (3 ½ ft – 5ft) Policies and Procedures 2020

Registering Your Tree

- Register your small tree online at www.festivaloftreesutah.org. Registration is accepted as space is available. Registration opens August 3, 2020.
- Upon receipt of your online registration form, you will be sent an **email confirmation**. If you do not receive a confirmation email, please call or email one of the Small Trees Department Co-Chairs listed below to assure that your registration is complete.
- If for any reason you find you are unable to fulfill this commitment, please notify Kristy Hanni so all spaces can be utilized.
- Limit one auction item per decorator. Decorators who have completed more than one auction item may fill any available auction item spaces after October 15.
- **Note: Do NOT** solicit businesses for a donation without first clearing that contact with Primary Children's Hospital Foundation. Call 801-357-3638 for questions.
- Small Tree must have a retail value of at least \$200.00.

Things to Remember When Decorating Your Tree

- Use **NEW** artificial trees 3 ½ ft - 5 ft.
 - Tree **must** have joints or sections secured together with duct tape and secured with rebar and hose clamps. (Prevents tree from separating)
- Due to Covid 19 precautions, no items will be allowed around the tree other than a tree skirt.
 - Gift cards would be a good way to increase the value of your tree.
 - If your tree includes a gift certificate, it must be signed by the company's owner or authorized company representative.
- Christmas or winter themed trees sell the best.
- Difficult or hard to sell trees include:
 - Non-Christmas themed trees
 - Non-Christmas colored trees, such as pink, blue, purple, black
- **Be sure lights are new and wired onto tree.** For safety, use lights with UL listing. **DO NOT overload your tree with lights.** The recommended number is three strands (100 lights per strand per extension cord), or four strands (50 lights per strand per extension cord).
- If using a pre-lit tree, **do not** add additional lights.
- Please bring a heavy-duty extension cord (6-9 ft.) or a power strip that will be sold with the tree.
- **No battery-operated lights.**
- Attach any replacement bulbs and fuses to your tree skirt.
- All decorations must be non-flammable.
- **Ornaments must be glued together and wired on the tree.**

The Following will NOT be Accepted at the Festival of Trees

- Live trees, old or previously used trees.
- Trees featuring tobacco, alcohol, weapons, or adult content material.
- Live plants, sand, water ornaments, globes, or other water features.
- Trees decorated to advertise a business or product.
- No glass ornaments
- **No furniture or items not attached to the tree other than a tree skirt.**
- No Photo's

Drop off times and instructions:

- Drop off time and date will be arranged through the department chair
- Tree must be completely decorated, please provide a picture of how you would like it displayed.
- Festival board members will fluff and place your tree. A picture will be sent to decorator for final approval, or a FaceTime call can be scheduled if preferred.
- ***Keep an Accurate Record of Expenses and Save Receipts for your Tax Purposes.*** You will be asked for your Itemization of Expenses form to help determine the fair market value of your tree. Keep all receipts associated with your tree and display for tax purposes.

Upon drop off, all trees become the property of Festival of Trees.

**Thank you for your “Gift of Love” to children at
Primary Children’s Hospital**

For more information or questions, contact Small Tree’s Co-Chairs:

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